

PD-AB6-108  
82863

## **MANPOWER TRAINING PROGRAM**

**Agreement No.**

**306 - 0202 - A - 00 - 9520 - 00**

**Supervised by the Office  
of the  
AID Representative for Afghanistan  
AID/REP/Islamabad**

## **END OF PROJECT REPORT**

**1 April 1989 to 30 September 1992**

**Implementation Agency  
University of Nebraska at Omaha**

**Respectively Submitted:**

**G. R. Boardman, Team Leader**

**Peshawar  
31 December 1992**



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UNO/ESSP

Ref: Agreement No.306-0202-A-00-9520-00  
End of Project Report for Manpower Training

Date: 31 March 1993

In accordance with regulation 752.7026(a), enclosed are the required copies of the End of Project Report for the Manpower Training Program, Cooperative Agreement No.306-0202-A-00-9520-00. The implementation agency was the University of Nebraska at Omaha with Metropolitan Community College - Omaha as a subcontractor. The project was supervised by the Office of the AID Representative for Afghanistan, AID/Rep/Islamabad.

## TABLE OF CONTENTS

	Page
INTRODUCTION .....	1
MTP UPDATED IMPLEMENTATION PLAN (FY89-FY92) .....	2
1. Logistics .....	3
2. Program Planning .....	3
3. Training .....	4
4. Review, Revision and Advisory .....	4
FOURTH QUARTER PROGRESS REPORT (FY92) .....	5
1. Program .....	6
2. Personnel .....	6
3. Equipment .....	7
4. Fixed Facilities .....	7
PROGRAM SUMMARY .....	8
FINANCIAL SUMMARY .....	9

## APPENDIXES

- APPENDIX A -, Program Summary/Description
- APPENDIX B - Textbook Production Report
- APPENDIX C - MTP Enrollment/Retention Analysis Report
- APPENDIX D - MTP Cost Analysis Report
- APPENDIX E - MTP Training Database
- APPENDIX F - Inventory Schedule
- APPENDIX G - Special Contributors

## INTRODUCTION

The Manpower Training Program (MTP) End of Project Report summarizes the project objectives, planned outputs and verified outputs for the program components and includes the final financial summary. For each program component, the supporting activities and corresponding time lines showing planned "\*\*\*\*" and actual "■■■■" activities are included. Final status remarks as to program accomplishments and/or program transfers are also included. Program transfers are to the Human Resource Development (HRD) Project.

The program components and supporting activities presented in the final report are those as included in the Updated Implementation Plan (FY89-FY92) and the Fourth Quarter Progress Report (FY92). These two activity documents represent the complete program and supporting activity commitments of the Manpower Training Program. The financial summary is included in the main report and a detailed program cost analysis summary is included as Appendix D. Additionally, sample program descriptions, a list of textbooks developed, an enrollment report and inventory schedule are included in the appendix section.

A special thanks is extended to the two subcontractors, Metropolitan Community College (MCC) - Omaha and International Rescue Committee (IRC) - Pakistan for their cooperation and support. In particular, MCC provided three key consultants, John Weber, Milan Dady and Roger Miller, each of whom were critical to initial program development and on-going modifications and expansions.

4

University of Nebraska at Omaha

Manpower Training Program

**UPDATED  
IMPLEMENTATION PLAN**

(FY89 - FY92)

With

Verified Outputs

and

Final Status Remarks

as of 30 September 1992

1. Logistics
2. Program Planning
3. Training
4. Review, Revision and Advisory

Program Component:	Objectives:	Planned Outputs:												Verified Outputs:
Manpower Training  a. Cooperative Program Development	Comprehensive manpower develop. operating in refugee areas and inside Afghanistan providing basic administrative and vocational skills.	Year 1-250 trainees, 1 training site; Year 2-420 trainees, 2 training sites; Year 3-850 trainees, 3 training sites.												6 training sites *, P(2), Q(1), H (1), M(1), G(1); Year 1 - 148 trainees (81 O & 67 T); Year 2- 719 trainees (254 O and 465 T); Year 3 - 1197 trainees (350 O, 703 T and 139 A).
Supporting Activity		FY 90				FY 91				FY 92				Final Status Remarks
		OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	
1) LOGISTICS														Completed
a) Hire staff (Peshawar/Quetta).		(Completed in FY 89 Peshawar and FY 90 Quetta)												Trainees enrolled: P(607 O/512 T) Q (551 T) Women (78 O) H (139 A) M (52 T) G (120 T)
b) Develop training facility (Peshawar/Quetta).		(Completed in FY 89 Peshawar and FY 90 Quetta)												
c) Procure equipment and supplies (Peshawar/Quetta).		(Completed in FY 89 Peshawar and FY 90 Quetta)												
d) Logistics MTP Women-Peshawar		(Completed in FY 91)												
e) Logistics MTP-Hayatabad	Planned Actual									*** ***	*** ***	*** ***	*** ***	Completed
f) Logistics MTP-Inside Afghanistan										*** ***	*** ***	*** ***	*** ***	Maruf & Ghazni Programs Implemented.
2) PROGRAM PLANNING														Completed
a) Conduct needs confirmation survey.		(Completed in FY 89)												(Weber)
b) Plan program requirements and write course descriptions.		(Completed in FY 90)												(Dady/Miller)
c) Arrange for MCC curriculum development.		(Completed in FY 91)												(Dady)
d) Design detailed curr. and write materials.	Planned Actual	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	18 textbooks printed (Dari)
e) Edit and print curriculum textbooks.										*** ***	*** ***	*** ***	*** ***	6 textbooks prin'd(Pashto)
<hr/>														
* Note: Sites      Pakistan      Afghanistan														
P - Peshawar      M - Maruf														
Q - Quetta      G - Ghazni														
H - Hyatabad														
Programs      O - Office/Business skills														
T - Trade skills														
A - Auto skills														

Program Component:	Objectives:	Planned Outputs:								Verified Outputs:					
Manpower Training  a. Cooperative Program Development (Cont.)	Comprehensive manpower develop. operating in refugee areas and inside Afghanistan providing basic administrative and vocational skills.	Year 1 250 trainees, 1 training site; Year 2-420 trainees, 2 training sites; year 3-850 trainees 3 training sites.								6 training sites *, P(2), Q(1), H (1), M(1), G(1); Year 1 - 148 trainees (81 O & 67 T); Year 2- 720 trainees (255 O and 465 T); Year 3 - 1189 trainees (347 O, 703 T and 139 A).					
Supporting Activity		FY 90					FY 91				FY 92				Final Status Remarks
		OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS	OND	JFM	AMJ	JAS		
3) TRAINING														Transfer **	
a) Identify staff. Provide training.	Planned													Completed	
b) Arrange for staff in-service.	Actual			**			***		**	*		***	*	5 Inservice units devel.	
c) Select clerical/admin. trainees.		*		*	*	*	*	*	*	*	*	*	*	Completed	
d) Select trade-skill trainees.		*		*	*	*	*	*	*	*	*	*	*	Completed	
e) Select auto mechanic trainees									*	*	*	*	*	Completed	
f) Conduct classroom/practical training.		***	**	***	**	***	**	***	**	***	**	***	**	On-going	
g) Arrange on the-job training sites.					*	*	*	*	*	*	*	*	*	Sites arranged	
4) REVIEW, REVISION AND ADVISORY BOARD															
a) Review classroom and on-the-job training.	Planned	*		*	*	*	*	*	*	*	*	*	*	Internal review on-going; External review Summer FY91 completed (Miller/Dady)	
b) Review program offerings.	Actual	*		*	*	*	*	*	*	*	*	*	*		
c) Revise curriculum and training materials.		*	*	*	*	*	*	*	*	*	*	*	*	Revisions implemented FY91/92	
d) Revise and extend programs.			**		*		**		*		**		*	Transfer	
e) Implement advisory board.									***	***	***	***	***	On-hold pending further review.	
** Note: Programs transferred to HRD on 1 October 1992.															



University of Nebraska at Omaha

Manpower Training Program

**FOURTH QUARTER  
PROGRESS REPORT**

(FY92)

With

Final Status Remarks

as of 30 September 1992

1. Program
2. Personnel
3. Equipment
4. Fixed Facilities

FOURTH QUARTER REPORT - FY92				EDUCATION SECTOR SUPPORT PROJECT--AFGHANISTAN							VOCATIONAL TRAINING				
Tasks/Activities				Staffing			FY92			FY93			Q4 FOURTH QUARTER PROGRESS/REMARKS		
				Pos ition	Person Mos		Q4			Q1					
					Yr1			Jul	Aug	Sep	Oct	Nov			
VOCATIONAL TRAINING: Continue implementation of MTP, including establishment of new training center inside Afghanistan (pending transfer of MTP to HRD project).															
1. PROGRAM: Continue implementation of following program components, relinquishing control to HRD contractor on October 1, 1992.				LT1 LT2	0.1 0.1	Planned Actual									
				Skill Areas		Currently Enrolled									
Basic Trade Skills: Peshawar				7		0	*** ***	*** ***							-Discontinued 15 May. Basic trade skills transferred to Ghazni.
Ghazni				6		83				*** ***	*** ***	*** ***	*** ***	-Cycle 1 (quarter 1) basic trade classes began 23 July with 120 students.	
Quetta				7		84	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 4 (quarter 2) basic trade classes began 19 September with 84 students.	
Maruf				3		38	*** ***	*** ***	*** ***	*** ***				-Cycle 1 (quarter 2) basic trade classes began 24 July with 42 students.	
Advance Trade Skills: Peshawar				6		31	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 5 (quarter 2) advance trade classes began 29 August with 31 students.	
Quetta				6		40	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 4 (quarter 2) advance trade classes began 19 September with 40 students.	
Bas Office Skills (M):Peshawar				2		103	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 5 (quarter 2) basic office skills classes began 29 August with 103 students.	
Adv Office Skills (M):Peshawar				2		16	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 5 (quarter 2) advance office skills classes began 29 August with 16 students.	
Bas Office Skills (F):Peshawar				2		26	*** ***	*** ***	*** ***	*** ***				-Cycle 2 (quarter 2) basic office skills classes continued, 26 students attending. Graduation scheduled for 29 October.	
Adv Office Skills (F):Peshawar				2		8	*** ***	*** ***	*** ***	*** ***				-Cycle 2 (quarter 2) advance office skills classes continued, 8 students attending. Graduation scheduled for 29 October.	
Basic Auto Mechanics: Hayatabad				3		64	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 2 (quarter 2) basic auto classes began 12 September with 64 students.	
Adv Auto Mechanics: Hayatabad				3		14	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	*** ***	-Cycle 2 (quarter 2) advance auto classes began 12 September with 14 students.	
2. PERSONNEL: Arrange opportunities for HRD contractor to meet with MTP staff to inform them of policies relating to transfer and other employment issues.							*** ***	*** ***	*** ***					Completed. MTP staff transferred to HRD. Briefing meetings held with HRD contractor weekly.	

FOURTH QUARTER REPORT - FY92				EDUCATION SECTOR SUPPORT PROJECT--AFGHANISTAN						VOCATIONAL TRAINING				
				Staffing		FY92			FY93			Q4 FOURTH QUARTER PROGRESS/REMARKS *		
				Person Mos		Q4			Q1					
Tasks/Activities				Pos ition	Yr1			Jul	Aug	Sep	Oct		Nov	Dec
VOCATIONAL TRAINING: (Continued):														
3. EQUIPMENT: Conduct on-site inventories of all MTP equipment with original cost over \$500.				LT6	0.1									In-house inventories completed. Reconciliation in progress.
a. In-house inventories. Reconcile with records and report shortages to O/AID/Rep.														
<u>Pakistan</u>														
Peshawar (M)						Planned	***							
Peshawar (F)						Actual	***							
Hayatabad								***						
Quetta								***						
<u>Afghanistan</u>														
Maruf								***						
Ghazni									***					
b. Joint inventory with HRD contractor, who signs for the property at this time. Report further shortages to O/AID/Rep.											***			Final joint UNO/HRD contractor inventories planned October/Q1.
4. FIXED FACILITIES: Transfer all land and building leases to HRD contractor.									***					
Manpower Training Program transferred to HRD effective 1 October 1992. Transfer includes six functioning MTP sites, four in Pakistan and two in Afghanistan. See Appendix F for final status report of MTP enrollment/retention for each site.														

### PROGRAM SUMMARY

Objective: To train Afghans in basic skills for employment, providing technical training related to the resettlement and initial rehabilitation of Afghanistan.

In implementing the objective six training sites were established: four centers in Pakistan, Peshawar (trade skills/office skills - 1989), Quetta (trade skills - 1991), Hyatabad (auto-mechanic skills - 1991), and Peshawar (women/office skills - 1991); and two centers in Afghanistan, Maruf (trade skills - 1992) and Ghazni (trade skills - 1992). Nine thousand eight hundred eighteen student months of training were provided at an average cost of \$225.89/stdt/mo. These costs represent total costs including TA, Program and a long-term non-recurring cost of \$211,534.10 for buildings and other equipment which were transferred to the new contractor.

Twenty-four textbooks were prepared, printed and implemented as a part of the instructional program. The training represented an integrated classroom and on-the-job training approach with approximately 40 percent theory and 60 percent practical. The program was designed in 24 week cycles with each cycle divided in two sessions of 12 weeks each. Throughout a cycle, each student was given 864 contact hours of classroom and practical training. The advance program consisted of an additional 24 week cycle. An MTP training database was developed and implemented tracking student characteristics, training, performance and employment. The MTP was a highly successful Afghan program. The program was efficient and effective with Afghan management, strong Afghan commitment and motivation, and culturally sensitive to the existing Pakistan/Afghanistan environment. Six functioning centers were transferred to the Human Resource Development (HRD) project on 1 October 1992.

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FINANCIAL SUMMARY

UNIVERSITY OF NEBRASKA AT OMAHA  
AID Manpower Training Program  
Contract No. 306-0202-A-0)-9520-00

Total Budget	\$ 2,280,000.00
<hr/>	
Less Expenditures:	
Salaries & Wages	\$ 788,734.65
UNO/Local	
Subcontracts/ Purchase Order	78,539.13
Other Direct Costs	1,371,986.57
Overhead	9,183.45
<hr/>	
Total Expenditures	\$ 2,248,443.80
<hr/>	
Unspent Budget	\$ 31,556.20
<hr/>	

## **APPENDIX A**

### **Program Summary/Description**

# MANPOWER TRAINING PROGRAM

## (Program Summary/Description)

### INTRODUCTION:

The objective of the Manpower Training Program (MTP) was to provide basic office/administrative and vocational skills to Afghans in support of planning and administering Afghan resettlement and rehabilitation efforts. The strategy was to provide short term, transportable skill training in high need vocational areas which were performance based and job specific. The training provided for an integrated classroom and on-the-job training approach.

The preliminary work for the program began on 1 April 1989. A need confirmation survey, development of a curriculum, and recruitment of staff were completed by August 1989.

A site for developing the first Training Center was selected in Peshawar and a few shops were constructed.

The first group of students started their classes at M.T.P Peshawar on 7 September 1989 and the program officially came into existence. A second MTP training center was inaugurated in June 1990 in Quetta. A female MTP training center was established in Peshawar in June 1991. An automechanics technical training program was formally opened in Hyatabad for full time students in October 1991. A satellite training program was established inside Afghanistan in Maruf in May 1992 and a permanent training center established in Ghazni in July 1992.

### TEACHING MATERIALS:

Some textbooks and other reading materials related to the core curriculum were provided through the University of Nebraska at Omaha and the Metropolitan Community College of Omaha, Nebraska. Selected topics were translated into Dari-Pashtu by the instructors and circulated in the form of lecture notes to the students.

These materials after being tested, improved and edited were printed as textbooks for the MTP.

### STUDENTS:

A policy was adopted to provide equal opportunity to Afghans of all parties and provinces to participate in the entrance examination. Among the candidates, those passing a qualifying exam and screening interview were admitted to the program.

A level of high school graduate was required for the business programs and middle school graduate for the trade skills program.

### IN-SERVICE TRAINING:

An experimental in-service training program for the staff of the ministries of Afghan Interim Government (AIG) was started in MTP Peshawar in September 1990.

The main objective of this program was to upgrade the skills of the AIG employees' in office management and financial management areas.

A group of 48 employees from six ministries of AIG were enrolled in the first cycle of the program. The classes begin after regular MTP classes and AIG office hours, with a six day/week and 4 contact hour/day schedule. Each cycle of the in-service training program lasted for 16 weeks.

A modified version of MTP's business program curriculum was adapted for the in-service training program. Teaching materials, labs, equipment, and classrooms of MTP were used for the program.

### CLASSROOMS AND OTHER FACILITIES:

Approximately one acre of land located in University Town, Peshawar, was leased rent free for 5 years for the facilities needed for the M.T.P. At the end of the 5 year period, the developed property was to be transferred back to the landlord free of charge.

All of the trade skill shops and classrooms, plus computer lab and typing lab, kitchen, bathrooms, administrative office, lunch hall and stores were built on this property.

Most of the MTP construction was done as part of the practical training program of the trade skills students.

MTP Quetta was developed on land belonging to the Ministry of Education/AIG in the Satellite Town of Quetta. All shops and classrooms were constructed as student work projects in conjunction with the practical training program.



## CONTENTS OF THE ACADEMIC PROGRAM:

Based on a survey of potential needs for skilled personnel in post war Afghanistan, academic programs in business and trade skills were identified to be offered. Later an advance program, a program in automechanics, and a female business skills program were added.

- I. Business Program
- II. Trade Skills
- III. Advance Program
- IV. Auto Mechanics

The training program was designed in 24 week cycles. Each cycle was divided in 2 quarters of 12 weeks each. Throughout a cycle, each student was given 864 contact hours of classroom and practical training. The advance program consisted of an additional 24 week cycle.

### I. BUSINESS PROGRAMS:

This section was divided in two sub sections:

- 1. Accounting
- 2. Office Administration

The core curriculum of each section was:

- a. Accounting:
  - Book Keeping and Accounting
  - Communication
  - Mathematics
  - Typewriter/Computer
- b. Office Administration:
  - Office Management and Secretariat
  - Communication
  - Mathematics
  - Typewriter/Computer

In addition to the above, a course in English Language and in Civics was taught to both sections. The program of studies for the females was the same as for the males. The female program was housed in a separate facility using female staff. The program schedule was 7:30 A.M. to 1:00 P.M. with 40 minute periods compared to 8:00 A.M. to 3:15 P.M. with 45 minute periods in the male program.

## BASIC PROGRAMS

### 1. Business: (Accounting)

#### First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ACCT 110	Basic Accounting	5	5	10	120
CIVS 180	Civics I	2	0	2	24
COMM 175	Communications I	3	3	6	72
CMPT 110	Introduction to Micro-Computers	1	2	3	36
ENGL 160	English I	3	2	5	60
MATH 170	Basic Mathematics & Calculators	2	3	5	60
OFFT 100	Typewriter Keyboard	2	3	5	60
Total		18	18	36	432

#### Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ACCT 210	Pract. Application of Accounting	4	4	8	96
ACCT 280	Payroll Accounting	2	2	4	48
ACCT 285	Special Records in Accounting	2	2	4	48
CIVS 280	Civics II	2	0	2	24
COMM 275	Communication II	3	3	6	72
CMPT 210	Office Application of Computers	3	3	6	72
ENGL 260	English II	2	1	3	36
MATH 270	Business Mathematics	1	2	3	36
Total		18	18	36	432

2. Business: (Office Administration)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
MGMT 120	Record Management	5	5	10	120
CIVS 180	Civics I	2	0	2	24
COMM 175	Communications I	3	3	6	72
CMPT 110	Introduction to Micro-Computers	1	2	3	36
ENGL 160	English I	3	2	5	60
MATH 170	Basic Mathematics & Calculators	2	3	5	60
OFFT 100	Typewriter Keyboard	2	3	5	60
Total		18	18	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
MGMT 130	Business Uses of the Typewriter	4	4	8	96
MGMT 280	Office Management	4	4	8	96
CIVS 280	Civics II	2	0	2	24
COMM 275	Communication II	3	3	6	72
CMPT 210	Office Application of Computers	3	3	6	72
ENGL 260	English II	2	1	3	36
MATH 270	Business Mathematics	1	2	3	36
Total		19	17	36	432

## II. TRADE SKILLS: (CONSTRUCTION TECHNOLOGY OPTION)

This section was divided into seven sub-sections:

1. Master Mason
2. Masonry
3. Carpentry
4. Electricity
5. Plumbing
6. Steel work
7. Welding

The fundamentals in each of the disciplines provided the core curriculum for the trade skills classes. In addition, mathematics, English language, and civics were taught.

Cooperative work experiences were an integral part of the regular basic skill classes for each of the trade skill areas. The cooperative work experience was a program in which the manpower program and selected employees jointly provide learning experiences to prepare students for the work world. Sometimes these programs involved on-the-job-training where the student received an additional stipend while in training. In most cases, the work experience was included as part of the student's regular program.

A cooperative work experience had three characteristics; first, the student completed courses which were based on his employment objectives; second, the student was assigned to a cooperative work experience which was based on the same objectives as his in-school program; and third, the student received supervision from both the school and the employer who provided the cooperative work experience. The objectives were:

1. To present, develop, and refine the skills necessary for job competency.
2. To provide a laboratory in which students practice the skills, knowledge, and attitudes learned to make the classroom instruction more meaningful.
3. To provide students an opportunity to develop the ability to work cooperatively with others.
4. To provide students with an opportunity to follow directions and accept supervision.
5. To assist students in developing good work habits and attitudes.
6. To help prepare students for full-time employment after they complete their program.

A strong emphasis was placed on related work projects as a work experience especially during the second quarter.

1. Construction Technology: (Master Mason)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
MSTM 110	Job Site Master I	4	0	4	48
MSTM 115	Print Reading and Layout	2	2	4	48
MSTM 125	Practicum for Master Mason I	0	14	14	168
CIVS 180	Civics	2	0	2	24
DRAW 105	Basic Drawing I	1	3	4	48
ENGL 165	Technical English	2	2	4	48
MATH 180	Applied Mathematics I	2	2	4	48
Total		13	23	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
MSTM 210	Job Site Master II	4	0	4	48
MSTM 215	Payroll Accounting	2	2	4	48
MSTM 225	Practicum for Master Mason II	0	14	14	168
CIVS 280	Civics II	2	0	2	24
DRAW 205	Basic Drawing II	1	3	4	48
ENGL 165	Technical English, II	2	2	4	48
MATH 180	Applied Mathematics II	2	2	4	48
Total		13	23	36	432

2. Construction Technology: (Masonry)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
MASN 110	Masonry I	6	20	26	312
CIVS 180	Civics I	2	0	2	24
ENGL 165	Technical English I	2	2	4	48
MATH 180	Applied Math I	2	2	4	48
Total		12	24	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
MASN 210	Masonry II	6	20	26	312
CIVS 280	Civics I	2	0	2	24
ENGL 265	Technical English I	2	2	4	48
MATH 280	Applied Math II	2	2	4	48
Total		12	24	36	432

### 3. Construction Technology: (Carpentry)

#### First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
CARP 110	Carpentry I	6	20	26	312
CIVS 180	Civics I	2	0	2	24
ENGL 165	Technical English I	2	2	4	48
MATH 180	Applied Math II	2	2	4	48
Total		12	24	36	432

#### Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
CARP 210	Carpentry II	6	20	26	312
CIVS 280	Civics I	2	0	2	24
ENGL 265	Technical English I	2	2	4	48
MATH 280	Applied Math II	2	2	4	48
Total		12	24	36	432

4. Construction Technology: (Electricity)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ELEC 110	Electricity I	6	20	26	312
CIVS 180	Civics I	2	0	2	24
ENGL 165	Technical English I	2	2	4	48
MATH 180	Applied Math II	2	2	4	48
Total		12	24	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ELEC 210	Electricity II	6	20	26	312
CIVS 280	Civics I	2	0	2	24
ENGL 265	Technical English I	2	2	4	48
MATH 280	Applied Math II	2	2	4	48
Total		12	24	36	432



5. Construction Technology: (Plumbing)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
PLBG 110	Plumbing I	6	20	26	312
CIVS 180	Civics I	2	0	2	24
ENGL 165	Technical English I	2	2	4	48
MATH 180	Applied Math I	2	2	4	48
Total		12	24	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
PLBG 210	Plumbing II	6	20	26	312
CIVS 280	Civics I	2	0	2	24
ENGL 265	Technical English I	2	2	4	48
MATH 280	Applied Math II	2	2	4	48
Total		12	24	36	432

6. Construction Technology: (Steel Work)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
STWK 110	Steel Work I	6	20	26	312
CIVS 180	Civics I	2	0	2	24
ENGL 165	Technical English I	2	2	4	48
MATH 180	Applied Math I	2	2	4	48
Total		12	24	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
STWK 210	Steel Work II	6	20	26	312
CIVS 280	Civics I	2	0	2	24
ENGL 265	Technical English I	2	2	4	48
MATH 280	Applied Math II	2	2	4	48
Total		12	24	36	432

7. Construction Technology: (Welding)

First Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
WELD 110	Welding I	6	20	26	312
CIVS 180	Civics I	2	0	2	24
ENGL 165	Technical English I	2	2	4	48
MATH 180	Applied Math I	2	2	4	48
Total		12	24	36	432

Second Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
WELD 210	Welding II	6	20	26	312
CIVS 280	Civics I	2	0	2	24
ENGL 265	Technical English I	2	2	4	48
MATH 280	Applied Math II	2	2	4	48
Total		12	24	36	432

### III. ADVANCE PROGRAM:

A group of students with top grades from the graduates of the first cycle were given advance courses of 24 weeks in business programs and construction technology. These classes were a pilot for a possible upgrading of the program to a technical school level.

The courses taught in the advance classes were:

1. Business Program:

- Advanced Accounting/Bookkeeping
- Leadership
- Mathematics
- English
- Computer
- Rehabilitation of Afghanistan
- Operating a Business or Cooperative

2. Construction Technology:

- Introduction to Technology
- Mathematics
- English
- Technical Drawing
- Practical Site Supervision
- Rehabilitation of Afghanistan
- Operating a Business or Cooperative

Class hours and contact hours of these classes were as follows:

### ADVANCE PROGRAMS

#### 1. Business: (From Accounting Program)

##### Third Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ACCT 330	Advance Accounting Principles	3	3	6	72
CIVS 380	Advance Civics I	2	0	2	24
CMPT 365	Advance Computers I	3	3	6	72
ENGL 360	Advance English I	5	0	5	60
HIST 375	Social Structure of Afghanistan	6	0	6	72
MATH 370	Advance Mathematics for Business	5	0	5	60
SUPR 310	Leadership I	6	0	6	72
Total		27	9	36	432

##### Fourth Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ACCT 320	Government Accounting Forms	3	3	6	72
CIVS 480	Advance Civics II	2	0	2	24
CMPT 465	Advance Computers II	3	3	6	72
ENGL 460	Advance English II	5	0	5	60
HIST 470	Rehabilitation of Af.	6	0	6	72
MGMT 475	Operating a Business or Cooperative	5	0	5	60
SUPR 410	Leadership II	6	0	6	72
Total		27	9	36	432

2. Business: (From Office Administration)

Third Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ACCT 300	Bookkeeping Principles		3	3	6
72					
CIVS 380	Advance Civics I	2	0	2	24
CMPT 365	Advance Computers I	3	3	6	72
ENGL 360	Advance English I	5	0	5	60
HIST 375	Social Structure of Afghanistan	6	0	6	72
MATH 370	Advance Mathematics for Business	5	0	5	60
SUPR 310	Leadership I	6	0	6	72
Total		27	9	36	432

Fourth Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
ACCT 320	Government Accounting Forms	3	3	6	72
CIVS 480	Advance Civics II	2	0	2	24
CMPT 465	Advance Computers II	3	3	6	72
ENGL 460	Advance English II	5	0	5	60
HIST 470	Rehabilitation of Af.	6	0	6	72
MGMT 475	Operating a Business or Cooperative	5	0	5	60
SUPR 410	Leadership II	6	0	6	72
Total		27	9	36	432

### 3. Technologies:

#### Third Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
CIVS 380	Advance Civics I	2	0	2	24
CNST 310	Intro.to Technology I	2	2	4	48
DRAW 365	Technical Drawing I	1	3	4	48
ENGL 360	Advance English I	5	0	5	60
HIST 375	Social Structure of Afghanistan	6	0	6	72
MATH 380	Technical Math	2	2	4	48
SUPR 315	Practical Site Sup.I	4	7	11	132
Total		22	14	36	432

#### Fourth Quarter

Course	Title	Class Periods	Lab Periods	Weekly Periods	Total Periods
CIVS 480	Advance Civics II	2	0	2	24
CNST 410	Intro.to TechnologyII	2	2	4	48
DRAW 465	Technical Drawing II	1	3	4	48
ENGL 460	Advance English II	5	0	5	60
HIST 470	Rehabilitation of Af.	6	0	6	72
MATH 480	Technical Math II	2	2	4	48
MGMT 475	Operating a Business or Cooperative	2	3	5	60
SUPR 415	Practical Site Sup.II	3	3	6	72
Total		23	13	36	432

#### IV. AUTO MECHANICS:

The reconstruction of Afghanistan required the use of various types of motorized mechanical equipment. The most important of all were transport vehicles, construction equipment and agriculture machines. In order to properly maintain this equipment, trained mechanics were needed. For these reasons, specialized courses for automotive mechanics and other specialized mechanical fields were implemented.

Students were required to go to school for one half day and work in mechanical repair shop the second half of the day. The duration of the course was 6 months with two cycles of 3 months each. The courses were divided into three main areas: Basic Diesel Engine, Basic Automotive Electrical, and Introductory Machine and Welding. During the first quarter of the cycle (three months) students were required to learn general practical mechanical works. During this period, students learned the various tools, their functions, and the various parts of the machines. They were given the opportunity to disassemble and assemble the various parts of the machine, gear box, wheels, steering box, transmission systems, etc. During this period, theory and practice were taught in an equal number of hours. During the second quarter of the cycle (three months), students were moved to more shop classes where they are involved in actual repairs. The number of hours for theory and practice were different from the first quarter. During the second quarter the students followed a schedule of 30% theory and 70% practice.

#### Hours Breakdown:

Technical	- 26 hrs/wk
Technical English	- 4 hrs/wk
Math	- 4 hrs/wk
Civics	- 4 hrs/wk
Total hrs:	- 36 hrs/wk

The courses taught were:

- Basic Diesel Engine
- Advanced Diesel Mechanics
- Basic Automotive Electrical
- Advanced Auto Electrical
- Introductory Machine and Welding
- Advanced Fabrication
- Measurement and Calculation for Repair and Design
- Maintenance and Operation Concepts for Field Engineers
- Equipment Managers Training
- Head Mechanic (Foreman) Seminars



**APPENDIX B**

**TEXTBOOK PRODUCTION REPORT**

**List of MTP Textbooks Prepared and  
Published by UNO/MTP  
1989 - 1992**

<u>No.</u>	<u>Dari Textbooks</u>	<u>Prepared and Translated by</u>
1.	Masonry	Sayed Sadiq Mazhary
2.	Introduction to Computer and WordPerfect 5.0	Daud Sultani
3.	DBASE III Plus and Programming	Daud Sultani
4.	Lotus 1-2-3	Daud Sultani
5.	Trigonometry	Eng. Nazar M. Karyar
6.	Steel Work	Eng. M. Akram
7.	Practical Plumbing	Ghulam Bahawoddin Saphdari
8.	Carpentry	Sayed Sadiq Mazhary
9.	Basic Algebra	Eng. Nazar M. Karyar
10.	Electricity for Building	Eng. Zemari Baqi
11.	Communication	Akram Nesar
12.	Records Management	Abdul Rahman Saleh
13.	Basic Plumbing	Eng. Asadullah Oriakhil
14.	Welding	Eng. Asadullah Oriakhil
15.	Civics	Nazar Mohammad
16.	Leadership	A. A. Amozgar
17.	Business Account	Mohd Asif
18.	Electricity Bases	Eng. Nazar M. Karyar
<u>No.</u>	<u>Pashto Textbooks</u>	<u>Prepared and Translated by</u>
1.	Masonry	Sayed Sadiq Mazhary
2.	Carpentry	Sayed Sadiq Mazhary
3.	Steel Work	Eng. M. Akram
4.	Electricity for Building	Eng. Zemari Baqi
5.	Practical Plumbing	Ghulam Bahawoddin Saphdari
6.	Communication	Akram Nesar

**APPENDIX C**

**MTP ENROLLMENT/RETENTION  
ANALYSIS REPORT**

MTP ENROLLMENT/RETENTION ANALYSIS REPORT\*

31 December 1992

Peshawar:

Cycle 1: (Male)

9/89 to 3/90

Took exam - 720 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	81	67	62	62
Trade Skills	67	63	59	59
Total:	148	130	121	121

Passing Rate: 81.7%  
Q1 Retention Rate: 87.8%  
Q2 Retention Rate: 93.1%

Cycle 2: (Male)

4/90 to 10/90

Took exam - 960 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	104	89	74	71
Ad. Bus. Skls	20	19	18	18
Trade Skills	93	78	71	67
Ad. Trd. Skls	32	28	19	19
Total:	249	214	182	175

Passing Rate: 70.3%  
Q1 Retention Rate: 85.9%  
Q2 Retention Rate: 85.0%

\* Data presented in this report are based on existing student files contained in MTP computer database. A few inconsistencies exist between this report and previous reports due to some minor differences in reporting.

Cycle 3: (Male)

11/90 to 6/91

Took exam - 1070 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	107	82	67	58
Ad. Bus. Skls	23	18	15	15
Trade Skills	108	100	95	83
Ad. Trd. Skls	23	22	20	20
Total:	266	222	197	176

Passing Rate: 66.2%  
Q1 Retention Rate: 83.4%  
Q2 Retention Rate: 88.7%

Cycle 4: (Male)

7/91 to 1/92

Took exam - 1030 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	81	56	44	41
Ad. Bus. Skls	20	18	16	16
Trade Skills	111	88	73	72
Ad. Trd. Skls	31	28	21	21
Total:	243	190	154	150

Passing Rate: 61.7%  
Q1 Retention Rate: 78.2%  
Q2 Retention Rate: 81.0%

Cycle 5: (Male)  
5/92 to 12/92

Took exam - 145 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	145	103	87	83
Ad. Bus. Skls	26	16	14	14
Ad. Trd. Skls	42	31	25	24
Total:	213	150	126	121

Passing Rate: 56.8%  
Q1 Retention Rate: 70.4%  
Q2 Retention Rate: 84.0%

Cycle 1: (Female)  
6/91 to 12/91

Took exam - 209 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	35	30	27	27
Total:	35	30	27	27

Passing Rate: 77.1%  
Q1 Retention Rate: 85.7%  
Q2 Retention Rate: 90.0%

Cycle 2: (Female)  
3/92 to 9/92

Took exam - 200 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Bus. Skills	33	29	29	26
Ad. Bus. Skls	10	8	8	8
Total:	43	37	37	34

Passing Rate: 79.1%  
Q1 Retention Rate: 86.0%  
Q2 Retention Rate: 100.0%

Quetta:

Cycle 1: (Male)  
6/90 to 12/90

Took exam - 219 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Trade Skills	78	60	58	58
Total:	78	60	58	58

Passing Rate: 74.4%  
Q1 Retention Rate: 76.9%  
Q2 Retention Rate: 96.7%

Cycle 2: (Male)  
2/91 to 9/91

Took exam - 420 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Trade Skills	105	65	62	62
Ad. Trd. Skls	33	28	28	28
Total:	138	93	90	90

Passing Rate: 65.2%  
Q1 Retention Rate: 67.4%  
Q2 Retention Rate: 96.8%

Cycle 3: (Male)  
10/91 to 5/92

Took exam - 381 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Trade Skills	122	100	80	79
Ad. Trd. Skls	38	24	24	24
Total:	160	124	104	103

Passing Rate: 64.4%  
Q1 Retention Rate: 77.5%  
Q2 Retention Rate: 83.9%



Cycle 4: (Male)  
6/92 to 12/92

Took exam - '430 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Trade Skills	125	84	75	74
Ad. Trd. Skls	50	40	38	37
Total:	175	124	113	111

Passing Rate: 63.4%  
Q1 Retention Rate: 70.9%  
Q2 Retention Rate: 91.1%

Hayatabad:

Cycle 1: (Male)  
10/91 to 5/92

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Auto Skills	50	47	42	42
Total:	50	47	42	42

Passing Rate: 84.0%  
Q1 Retention Rate: 94.0%  
Q2 Retention Rate: 89.4%

Cycle 2: (Male)  
5/92 to 12/92

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Auto Skills	74	64	57	57
Ad. A. Skls	15	14	13	13
Total:	89	78	70	70

Passing Rate: 78.6%  
Q1 Retention Rate: 87.6%  
Q2 Retention Rate: 89.7%

Maruf:

Cycle 1: (Male)  
5/92 to 10/92

Took exam - 66 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Trade Skills	52	42	40	38
Total:	52	42	40	38

Passing Rate: 73.1%  
Q1 Retention Rate: 80.8%  
Q2 Retention Rate: 95.2%

Ghazni:

Cycle 1: (Male)  
7/92 to 1/93

Took exam - 150 Stdts

	<u>Stdts</u> <u>Enrolled</u> Q1	<u>Stdts</u> <u>Enrolled</u> Q2	<u>Stdts</u> <u>Completed</u>	<u>Stdts</u> <u>Passed</u>
Trade Skills	120	83	75	57
Total:	120	83	75	57

Passing Rate: 47.5%  
Q1 Retention Rate: 69.2%  
Q2 Retention Rate: 90.4%

**APPENDIX D**

**MTP COST ANALYSIS REPORT**

### MTP Cost Analysis Report

The attached MTP analysis of student costs was based on the financial report dated November 30, 1992. It should be noted that this analysis included TA and Program costs, long-term costs (i.e., capitalized equipment and buildings) and short-term costs (i.e., monthly recurring expenses such as salaries, textbooks, educational supplies, etc.). Since the contract has been awarded to a new firm, some of the costs are non-recurring and will continue to reduce the cost per student month the longer the program is conducted. Such costs include the MTP facilities in Peshawar and Quetta which were included in the analysis in the amounts of \$52,456.56 and \$40,856.55, respectively. Other items included were computers, typewriters, shop machines and vehicles with a total cost of \$118,220.99.

The buildings and the other equipment costs totaled \$211,534.10 and along with textbooks, educational supplies, small tools, furniture, etc. were transferred to the new contractor. These long-term non-recurring costs plus severance pay distributed through November 30, 1992 in the amount of \$32,523.00 increased the cost per student per month by approximately \$25.00 or about 10%.

Summary costs per student trainee per month from program inception 1 April 1989 through 30 September 1992 were as follows:

<u>Center</u>	<u>Cost/Std. /Mo.</u>
Peshawar MTP Vocational Skills	\$248.06
Peshawar MTP Office Skills (Men)	\$227.28
Peshawar MTP Office Skills (Women)	\$222.74
Quetta MTP Vocational Skills	\$197.98
Hayatabad MTP Auto Mechanics	\$251.42
Maruf/Afghanistan MTP Vocational Skills	\$238.87
Ghazni/Afghanistan MTP Vocational Skills	\$189.79
-----	-----
Average Costs	\$225.89/Std. /Mo.

AID MANPOWER TRAINING PROGRAM  
COST PER STUDENT ANALYSIS  
INCEPTION THRU NOVEMBER 30, 1992

	PESHAVAR VOC. SKILLS	PESHAVAR OFFICE SKILLS	QUETTA VOC. SKILLS	PESHAVAR OFFICE WOMEN	ATTC	INSIDE --- MAROOF	AFGHANISTAN GHAZNI	GRAND TOTAL
Salaries	252,432.23	215,034.87	137,572.54	35,061.90	62,321.23	10,982.06	11,484.04	724,888.87
Communications	250.77	274.95	2,387.38	84.79	0.00	0.00	0.00	2,997.89
Printing Duplicate	0.00	0.00	300.59	0.00	0.00	0.00	0.00	300.59
Bank Fee	437.30	479.48	10.92	0.00	0.00	0.00	0.00	927.70
Office Supplies	8,167.56	8,955.20	6,373.37	2,848.96	2,711.48	1,895.68	2,095.29	33,047.54
Education Supplies	33,912.42	37,182.81	16,515.58	723.96	11,804.01	1,373.05	5,832.41	107,344.24
Travel Perdiem	4,982.38	5,462.87	5,156.63	0.00	684.02	776.81	3,332.03	20,394.74
Rental Utilities	10,752.67	11,789.62	6,297.70	5,931.56	0.00	0.00	135.44	34,906.99
Trans.Veh.Maint.	3,160.71	3,465.52	2,715.87	5,755.49	28.23	2,639.01	3,100.33	20,865.16
Repair & Maint.	5,865.26	6,430.89	701.29	239.76	842.52	0.00	666.79	14,746.51
Household	2,075.36	2,275.51	264.82	122.91	498.10	1,845.81	3,704.71	10,787.22
Trng Stipends	205,735.86	225,576.22	173,041.86	25,249.00	42,189.73	5,119.53	3,443.80	671,792.67
Building Materials	36,715.45	40,256.14	69,249.67	545.43	14,647.47	5,224.37	6,761.52	169,977.49
Tools	6,841.45	7,501.21	13,158.31	0.00	203.70	0.00	0.00	39,690.56
Capitalized F/Equip	15,080.14	16,534.40	366.87	2,916.33	5,357.07	327.84	187.34	40,254.81
Uncapitalized F/Equip	16,707.57	18,318.79	2,402.84	5,911.81	2,910.74	9,792.06	8,147.68	46,766.93
Room & Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,939.74
Scholarship	54.37	59.61	0.00	80.17	104.44	0.00	0.00	298.59
Misc	138.46	151.81	76.57	0.00	20.41	0.00	0.00	387.25
Vehicles								0.00
Subcontractor(MCC)	28,338.11	30,868.29	26,313.96	4,453.13	6,173.66	1,922.94	3,137.43	101,207.52
UNO Omaha Expenses	44,323.71	48,281.18	41,157.73	6,965.15	9,656.24	3,007.68	4,907.27	158,298.95
TOTAL	675,971.79	678,899.35	504,064.49	96,890.35	160,153.04	44,906.84	56,936.08	2,217,821.96
Total Stdtd Months	2,725.00	2,987.00	2,546.00	435.00	637.00	188.00	300.00	9,818.00
Cost/Stdtd/Mo	248.06	227.28	197.98	222.74	251.42	238.87	189.79	225.89
Cost Stdtd/6 Mo.	1,488.38	1,363.71	1,187.90	1,336.42	1,508.51	1,433.20	1,138.72	1,355.36

**APPENDIX E**

**MTP TRAINING DATABASE**

## Manpower Training Database

There currently are two separate database files for the Manpower Training Program, MMTP.DBF for Men and FMTP.DBF for Women. The databases were maintained with the same field structures. Included below are the database definitions for the described files.

### DATABASE DEFINITIONS

#### DATABASE FILES MMTP.DBF AND FMTP.DBF

ID\_NO\*                      Character                      5

This is an assigned five-character label used to identify individuals uniquely, and for the purpose of relating files. The first character will always be M or F, depending on whether the record is in MMTP.DBF or FMTP.DBF. The next four characters are numbers assigned to individuals.

NAME                      Character                      20

This field contains the MTP student's name exactly as provided.

FNAME                      Character                      20

This field contains the father's name, exactly as provided. Its purpose is to provide further identification of an individual, should such be needed.

YOB\*                      Character                      4

This four-character field indicates the year of birth. Only the year is used to avoid the confusion that ensues when individuals do not know the month and day of their birth. A numeric field permits computations such as determination of average age of persons in a program, etc.

---

\*This field has been modified from the original database. Check the previous section for a list of modifications.



PROV\_CODE\*                      Character                      2

Data in this field are the two-digit ADS codes for the province the student comes from. The data-entry clerk should obtain these codes from a table of provinces and districts. This field will enable full names of provinces to be printed in reports, through reference to the demographic database. Using codes ensures that there will be no spelling errors in province names. Field name was changed from P\_CODE to PROV\_CODE for consistency with other databases.

DIST\_CODE\*                      Character                      2

Data in this field are the two-digit ADS codes for the district (woleswali) which the student comes from. Only codes for districts are entered; not subdistricts. The data-entry clerk should obtain these codes from a table of provinces and districts. This field will enable full names of districts to be printed in reports, through reference to the demographic database. Using codes ensures that there will be no spelling errors in district names. Field name was changed from D\_CODE to DIST\_CODE for consistency with other databases.

CENTER                          Character                      1

This field indicates the location of the center where the student is trained. Data are currently either P (Peshawar), Q (Quetta), or H (Hayat Abad).

CYCLE\*                          Character                      2

Cycle refers to the time that the instructional programs are offered. There are normally two six-month cycles per year. Thus a 1 in this field would indicate that the person was a student the first round of instructional programs, etc. This field has also had an alpha character recorded in it -- either a B or a T -- to indicate Business or Trades training. It is proposed to put these alpha characters in a separate field, described below as CYCLE\_FLD.

CYCLE\_FLD\*                      Character                      1

This is a new field and will record the type of training cycle. Automotive training has been added to Business and Trades training. Data, therefore, will be either a B, T, or A. The women's database will have only business training, so will always be B.

CYCLE\_DTE

Date

8

This field contains the starting date of the cycle in the form MM/DD/YY.

FIELD\*

Character

3

This indicates the field of study in which the trainees are participating. Three character mnemonics are used. If fully spelled out names are wanted in reports, etc., the easiest way would be to include them in the program for preparing the report, or in the report form. Currently the allowable entries are:

#### BUSINESS FIELDS

ACC Accounting

MGT Management

#### TRADES FIELDS

CAR Carpentry

ELE Electricity

MAS Masonry

M-M Master Masonry

PLU Plumbing

STW Steel Work

TRS Trade Skill

#### AUTOMOTIVE FIELDS

DIE Diesel Engines

ELE Electrical

M&W Machinery and Welding

If additional training fields are developed, they should be given mnemonic abbreviations and appended to this list.

PREV\_EDUC\*

Numeric

2

This field name replaces STDY\_YEAR. It records how many years of education the student reports having before entering the program.

ENT\_EXAM

Numeric

2

Students' scores on the entrance examination.

B\_MT\_EXAM\*                      Numeric                      3

This field records the score on the mid-term examination in the basic course. The field name was changed from MT\_EXAM for clarity and consistency.

B\_F\_EXAM\*                      Numeric                      3

This field records the score on the final examination in the basic course. The field name was changed from F\_EXAM for clarity and consistency.

B\_CLS\_RANK\*                      Numeric                      2

Students' numeric ranks in the training class. Field name changed from CLS\_RANK for clarity and consistency.

BASIC\_RSLT                      Character                      2

This is a coded field to indicate the final result of the basic training program. Allowable codes are:

- A     Student went on to advanced program
- C     Student completed the program but has not graduated (usually because the final test has not yet been passed)
- D     Dropped from the program. This will be followed by a digit to indicate the session: e.g., D1 indicates dropped during session 1
- G     Graduated.

AD\_MT\_EXAM                      Numeric                      3

Students' scores on the mid-term exam in the advanced training program.

AD\_F\_EXAM                      Numeric                      3

Students' scores on the final examination in the advanced training program.

AD\_RANK                      Numeric                      2

Students' numeric ranks in the advanced training course.

AD\_RSLT                      Character                      2

This is a coded field to indicate the final result of the advanced training program. Allowable codes are:

- C     Student completed the program but has not graduated (usually because the final test has not yet been passed)
- D     Dropped from the program. This will be followed by a digit to indicate the session: e.g., D1 indicates dropped during session 1
- G     Graduated.

Note that these are the same as for the basic program field (BASIC\_RSLT) except that there is no "A" code since the student is already in the advanced course.

EMP\_STATUS\*                      Character                      1

This is a coded field to indicate employment status immediately after completing the program. The field name was changed from STATUS for clarity. Data are entered according to the following codes:

- E     Employed
- U     Unemployed
- X     Status unknown

Note: This field and the two that follow record the student's status right after completing the program. To facilitate "follow-up" records, these three fields plus a date-of-record field are also included in related databases (MMTPJOBS.DBF and FMTPJOBS.DBF) in which employment history is maintained.

EMP\_CNTRY\*                      Character                      1

This field records the country in which the student is employed. Since there are only two countries in which this will occur (Afghanistan or Pakistan), a one-character field is used. Allowable entries are: P for Pakistan and A for Afghanistan. This is a change from the previous structure that had an 11 character field in which the full name of the country was spelled out.

EMP\_AGENCY                      Character                      20

The name of the agency employing the student is entered in this field.

DATABASE FILES MMTPJOBS.DBF AND FMTPJOBS.DBF

ID\_NO                      Character              5

This is the same identification number used for the MTP students in the primary database.

EMP\_STATUS\*               Character              1

This is a coded field to indicate employment status when reports are obtained after the student's initial employment. The first employment report for the student is kept in the main file. After that, employment reports are maintained separately. A new record is prepared for each student, each time an employment report is received. Data in previous records is not overwritten. Data are entered according to same codes as are listed under this field name in the main database.

EMP\_CNTRY\*                Character              1

This field records the country in which the student is employed. Since there are only two countries in which this will occur (Afghanistan or Pakistan), a one-character field is used, just as in the main database. The same codes are used.

EMP\_AGENCY                Character              20

The name of the agency employing the student is entered in this field.

EMP\_DATE                  Date                    8

This field contains a date indicating when the student started employment in the job described in the previous fields. If the exact day is not known, use the first day of the month (01); if the month is not known exactly, enter as close an approximation as possible. The year should be exact.

## APPENDIX F

### Inventory Schedule

**ACTION MEMORANDUM**  
**UNIVERSITY OF NEBRASKA AT OMAHA**  
**MANPOWER TRAINING PROGRAM**

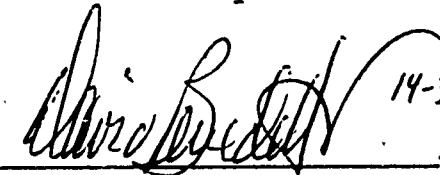
**DATE:** March 9, 1993

**SUBJECT:** Transfer of equipment from UNO/MTP (University of Nebraska at Omaha/Manpower Training Program) to AED/HRD (Academy for Educational Development/Human Resource Development).

**ACTION:** This action memorandum requests your acceptance of the attached listing of equipment as that equipment that was transferred to AED/HRD from UNO/MTP.

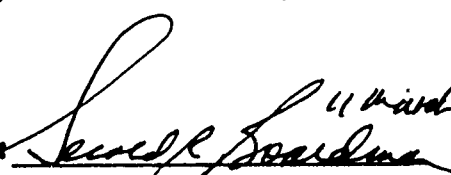
**DISCUSSION:** On September 30, 1992 the UNO/MTP contract ended and AED/HRD (as the result of a bidding procedure) was awarded the operation of the program. Attached is a listing of equipment that was purchased and used by the UNO/MTP, except for 3 of the vehicles. The Suzuki car and Toyota pick-up were purchased by UNO/ESSP and the Mitsubishi pick-up was transferred to UNO/ESSP from DAI. These items have been reviewed by staff members from UNO and AED for reliability of serial numbers, model numbers, etc.

**APPROVED:**

 14-3-93

David Benedetti, COP  
AED/HRD

**APPROVED:**

 11 March 93

Gerald R. Boardman, COP  
UNO/MTP

## EQUIPMENT INVENTORY OF MTP -W

Feb. 10, 93

No	PROP#	DEPT	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949182	3452	OLYMPIA TYPEWRITER	OLYMPIA	6219073	90/10	938.74
2	949183	3452	AIR CONDITIONER	GENERAL	J008161	91/01	897.79
3	949189	3452	ZENITH LAPTOP PC	286	9811523132	90/05	3,002.75
4	949190	3452	ZENITH LAPTOP PC	286	9811372332	90/05	3,002.75
5	949210	3452	ZENITH LAPTOP PC	SUPERSPORT	9821112232	90/05	1,499.00
6	949214	3452	ZENITH LAPTOP PC	SUPERSPORT	103DE008042	91/08	2,374.00
7	949215	3452	ZENITH LAPTOP PC	SUPERSPORT	105DE000113	91/08	2,374.00
8	949292	3452	ZENITH LAPTOP PC	SUPERSPORT	106DC012549	92/08	3,297.00
9	949294	3452	ZENITH LAPTOP PC	SUPERSPORT	106DC012406	92/08	3,297.00
10	949361	3452	ELECTRIC TYPEWRITER	OLIVETTE	NONE	92/10	2,007.54
TOTAL							\$22,690.57

## EQUIPMENT INVENTORY OF MTP -MAROOF

Feb. 10, 93

No	PROP#	DEPT	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949359	3452	HONDA GENERATOR	EG2200		92/10	655.53
2	949360	3452	HONDA GENERATOR	EG2200		92/10	655.52
TOTAL							\$1,311.05

## EQUIPMENT INVENTORY OF ATTC

Feb. 10, 93

No	PROP#	DEPT	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949350	3452	SHAPER MACHINE	PAKISTANI	NONE	92/08	1,018.46
2	949351	3452	LATHE MACHINE	PAKISTANI	NONE	92/08	1,323.99
3	949352	3452	LATHE MACHINE	PAKISTANI	NONE	92/08	1,690.64
TOTAL							\$4,033.09

55



## EQUIPMENT INVENTORY LIST OF MTP - P

Feb. 10, 93

No	PROP#	DEPT	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949171	3452	IBM TYPEWRITER	6761	0048806	90/08	718.13
2	949172	3452	IBM TYPEWRITER	6761	0048813	90/08	718.12
3	949173	3452	XEROX TYPEWRITER	6001	51530021	90/04	699.47
4	949174	3452	XEROX TYPEWRITER	6001	51529748	90/04	699.47
5	949175	3452	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	7-3690684	90/06	737.75
6	949176	3452	OPTIMA MANUAL TYPEWRITER	OPTIMA	124076	90/06	737.75
7	949177	3452	OPTIMA MANUAL TYPEWRITER	OPTIMA	123371	90/06	737.74
8	949178	3452	OPTIMA MANUAL TYPEWRITER	OPTIMA	113016	90/06	737.74
9	949179	3452	OLYMPIA TYPEWRITER	OLYMPIA	7-3461170	90/10	938.75
10	949180	3452	OLYMPIA TYPEWRITER	OLYMPIA	7-3079362	90/10	938.75
11	949181	3452	OLYMPIA TYPEWRITER	OLYMPIA	<del>6819078</del>	90/10	938.75
12	949184	3452	AIR CONDITIONER	GENERAL	K050214	91/01	897.79
13	949185	3452	AIR CONDITIONER	GENERAL	4002949	91/02	892.86
14	949187	3452	DRAWING STAND	FA-22	NONE	91/04	774.39
15	949197	3452	ZENITH LAPTOP PC	286	001DH047892	90/09	2,701.00
16	949198	3452	ZENITH LAPTOP PC	286	002DF049384	90/09	2,701.00
17	949199	3452	ZENITH LAPTOP PC	286	002DF049339	90/09	2,701.00
18	949200	3452	ZENITH LAPTOP PC	286	930DC040136	90/09	2,701.00
19	949201	3452	ZENITH LAPTOP PC	286	002DF049347	90/09	2,701.00
20	949202	3452	ZENITH LAPTOP PC	286	945DF025797	90/09	2,701.00
21	949203	3452	ZENITH LAPTOP PC	286	002DF049337	90/09	2,701.00
22	949204	3452	ZENITH LAPTOP PC	286	002DF049340	90/10	3,181.00
23	949205	3452	ZENITH LAPTOP PC	286	942DC046638	90/10	3,181.00
24	949208	3452	NISSAN MICROBUS	1991	WJE24-001722	90/11	12,526.00
25	949356	3452	ELECTRIC TYPEWRITER	OLIVETTE	NONE	92/12	1,975.17
26	949357	3452	IBM TYPEWRITER	WHEELWRITER11 - W1551		92/09	1,011.54
27	949358	3452	IBM TYPEWRITER	WHEELWRITER11 - W1527		92/09	1,011.53
28	949377	3452	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	7-2774190	92/02	821.86
29	949378	3452	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	6219107	92/02	821.86
30	949379	3452	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	6219072	92/02	821.86
31	949380	3452	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	6219070	92/02	821.87
32	949387	3452	GENERATOR	DLC 30	1904616	92/10	9,329.00
33	949420	3452	KONICA COPIER	3042	187901235	92/10	6,427.05
34	949279	3452	SUZUKI CAR(PRL 3970)	1988	173437	88/08	6,377.17
35	949279	3452	TOYOTA PU(AD-64-339)	1989	LN106-0013642	88/09	13,500.00
36			MITSUBISHI PU (AD 64-500)	1991	CJNK340-00445	89/12	0.00

TOTAL EXCLUDING ITEM # 36

\$92,373.56

56

## memorandum

DATE: February 27, 1992

REPLY TO  
ATTN OF: John May, Contracting Officer

SUBJECT: Stolen Funds

TO: Mr. G. R. Boardman, UNO

REF: Contract Number: 306-0202-C-00-6012-12  
Agreement Number: 306-0202-A-00-9520-06  
UNO Memorandum dated February 22, 1992

Thank you for your Memorandum of February 22, 1992 which describes the three incidents where UNO has lost money through robberies.

I agree with your conclusion that the funds are unrecoverable. I also find that UNO has made every reasonable effort to pursue the recovery of these losses and to identify those responsible to the best of their ability.

Based on the information presented, and per the recommendation of the Regional Inspector General's Office (SINGAPORE 0244), I hereby authorize UNO to write off the following:

WTP ① The loss of U.S. \$ 15,010 which occurred when five Zenith Portable lap top computers were stolen from the Manpower Training Program (MTP) in Peshawar, in May 1992, more fully described in UNO's memorandum referenced above as "Incident 1."

2. The loss of Rs. 17,518 and Afs. 10,970,250 which were taken from the Education Committee for Afghanistan's (ECA) safe in October 1990, more fully described in UNO's memorandum referenced above "Incident 2."

3. The loss of \$5,000 in the form of a 1986 pick up truck and a generator in January 1991, more fully described in UNO's memorandum referenced above as "Incident 3."

CC: J. McGunn, RIG/I/S  
R. DeBruce, Controller  
T. Eighmy, - A/REP

Encl. UNO Memorandum

rap

# ACTION MEMORANDUM

University of Nebraska at Omaha

Manpower Training Program

Date: 31 March 1993

Subject: Disposition and/or Transfer of Equipment

Action: This memorandum certifies as to the disposition of the attached listing of equipment which was transferred between UNO/ESSP and UNO/MTP.

Discussion: On September 30, 1992 the UNO/MTP (University of Nebraska at Omaha/Manpower Training Program) contract ended. Various equipment items were purchased and transferred to and from other projects (CCSC/ACLU, DAI, AED & ESSP) and UNO/MTP during the contract period. The itemized listing documents the disposition of those items.

Also, included is a listing of five stolen items and the authorized sign off by John May, contracting officer. All listings have been reviewed by staff members from ESSP for reliability of serial numbers and model numbers.

Approved: R. Klaasmeyer  
Ramona Klaasmeyer  
Finance Officer  
UNO/ESSP and UNO/MTP

Approved: G. R. Boardman 18 APR 93  
Gerald R. Boardman, COP  
UNO/ESSP and UNO/MTP

TRANSFERRED FROM MTP(PESHAWAR) TO AED

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949171	IBM TYPEWRITER	6781	0048806	90/08	718.13
2	949172	IBM TYPEWRITER	6781	0048813	90/08	718.12
3	949173	XEROX TYPEWRITER	6001	51530021	90/04	699.47
4	949174	XEROX TYPEWRITER	6001	51529748	90/04	699.47
5	949175	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	7-3690684	90/06	737.75
6	949176	OPTIMA MANUAL TYPEWRITER	OPTIMA	124076	90/06	737.75
7	949177	OPTIMA MANUAL TYPEWRITER	OPTIMA	123371	90/06	737.74
8	949178	OPTIMA MANUAL TYPEWRITER	OPTIMA	113016	90/06	737.74
9	949179	OLYMPIA TYPEWRITER	OLYMPIA	7-3461170	90/10	938.75
10	949180	OLYMPIA TYPEWRITER	OLYMPIA	7-3079362	90/10	938.75
11	949181	OLYMPIA TYPEWRITER	OLYMPIA	8-5755289	90/10	938.75
12	949184	AIR CONDITIONER	GENERAL	K050214	91/01	897.79
13	949185	AIR CONDITIONER	GENERAL	4002949	91/02	892.86
14	949187	DRAWING STAND	FA-22	NONE	91/04	774.39
15	949197	ZENITH LAPTOP PC	286	001DH047892	90/09	2,701.00
16	949198	ZENITH LAPTOP PC	286	002DF049384	90/09	2,701.00
17	949199	ZENITH LAPTOP PC	286	002DF049339	90/09	2,701.00
18	949200	ZENITH LAPTOP PC	286	930DC040136	90/09	2,701.00
19	949201	ZENITH LAPTOP PC	286	002DF049347	90/09	2,701.00
20	949202	ZENITH LAPTOP PC	286	945DF025797	90/09	2,701.00
21	949203	ZENITH LAPTOP PC	286	002DF049337	90/09	2,701.00
22	949204	ZENITH LAPTOP PC	286	002DF049340	90/10	3,181.00
23	949205	ZENITH LAPTOP PC	286	942DC046638	90/10	3,181.00
24	949208	NISSAN MICROBUS	1991	WJE24-001722	90/11	12,526.00
25	949356	ELECTRIC TYPEWRITER	OLIVETTE	NONE	92/12	1,975.17
26	949357	IBM TYPEWRITER	WHEELWRITER11	-W1551	92/09	1,011.54
27	949358	IBM TYPEWRITER	WHEELWRITER11	-W1527	92/09	1,011.53
28	949377	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	7-2774190	92/02	821.86
29	949378	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	6219107	92/02	821.86
30	949379	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	6219072	92/02	821.86
31	949380	OLYMPIA MANUAL TYPEWRITER	OLYMPIA	6219070	92/02	821.87
32	949387	GENERATOR	DLC 30	1904616	92/10	8,587.47
TOTAL						\$64,835.62

TRANSFERRED FROM MTP(WOMEN) TO AED

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949182	OLYMPIA TYPEWRITER	OLYMPIA	6219073	90/10	938.74
2	949183	AIR CONDITIONER	GENERAL	J008161	91/01	897.79
3	949189	ZENITH LAPTOP PC	286	9811523132	90/05	3,002.75
4	949190	ZENITH LAPTOP PC	286	9811372332	90/05	3,002.75
5	949210	ZENITH LAPTOP PC	SUPERSPORT	9821112232	90/05	1,499.00
6	949214	ZENITH LAPTOP PC	SUPERSPORT	103DE008042	91/08	2,374.00
7	949215	ZENITH LAPTOP PC	SUPERSPORT	105DE000113	91/08	2,374.00
8	949292	ZENITH LAPTOP PC	SUPERSPORT	106DC012549	92/08	3,297.00
9	949294	ZENITH LAPTOP PC	SUPERSPORT	106DC012406	92/08	3,297.00
10	949361	ELECTRIC TYPEWRITER	OLIVETTE	NONE	92/10	2,007.54
TOTAL						\$22,690.57

TRANSFERRED FROM MTP(MAROOF) TO AED

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949359	HONDA GENERATOR	EG2200		92/10	655.53
2	949360	HONDA GENERATOR	EG2200		92/10	655.52
TOTAL						\$1,311.05

TRANSFERRED FROM MTP(ATTG) TO AED

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949350	SHAPER MACHINE	PAKISTANI	NONE	92/08	1,018.46
2	949351	LATHE MACHINE	PAKISTANI	NONE	92/08	1,323.99
3	949352	LATHE MACHINE	PAKISTANI	NONE	92/08	1,690.64
TOTAL						\$4,033.09

TRANSFERRED FROM ESSP TO AED

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1		KONICA COPIER	3042	187901235	88/08	6,427.05
2	949420	SUZUKI SEDAN (PRL 3970)	1988	173437	88/09	6,877.17
3	949279	TOYOTA PU (AD-64-339)	1989	LN106-0013642	89/12	13,500.00
TOTAL						\$26,804.22

TRANSFERRED FROM DAI TO ESSP TO AED

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949433	MITSUBISHI PU (AD 64-500)	1991	CJNK340-00445		0.00

TRANSFERRED FROM MTP TO ESSP

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949186	TV SET 20"	NATIONAL	EB9211618	91/03	691.52
2	949191	ZENITH LAPTOP PC	286	946DF025707	90/05	3,002.75
3	949196	ZENITH LAPTOP PC	286	930DC040115	90/09	2,701.00
4	949206	ZENITH LAPTOP PC	286	9321011001	90/10	3,181.00
5	949207	ZENITH LAPTOP PC	286	002DF049288	90/10	3,181.00
6	949209	ZENITH LAPTOP PC	SUPERSPORT	942DC046642	90/08	1,499.00
* 7	949211	ZENITH LAPTOP PC	SUPERSPORT		90/05	1,499.00
8	949212	ZENITH LAPTOP PC	MINISPORT	041AE003051	90/05	1,599.00
9	949213	ZENITH LAPTOP PC	MINISPORT	041AE002989	90/05	1,599.00
10	949216	ZENITH LAPTOP PC	SUPERSPORT	103DE008031	91/08	2,374.00
11	949217	ZENITH LAPTOP PC	286E	103DE008020	91/08	2,374.00
12	949218	ZENITH LAPTOP PC	286E	105DE000112	91/08	2,374.00
13	949219	ZENITH LAPTOP PC	286E	105DE000075	91/08	2,374.00
14	949290	ZENITH LAPTOP PC	SUPERSPORT	104DF003367	91/08	4,036.00
15	949291	ZENITH LAPTOP PC	SUPERSPORT	106DC012717	92/08	3,297.00
16	949293	ZENITH LAPTOP PC	SUPERSPORT	106DC012245	92/08	3,297.00
17	949295	ZENITH LAPTOP PC	SUPERSPORT	106DC011992	92/08	3,297.00
18	949299	IBM PS/2	486	23-PAFV98590	92/08	4,896.00
19	949303	COLOR DISPLAY	8515-021	23-L7965	92/08	570.00
20	949353	COLOR TV + REMORE	NATIONAL	9120283	92/08	729.21
21	949354	COLOR TV + REMORE	NATIONAL	9120149	92/08	729.21
22	949355	COLOR TV + REMORE	NATIONAL	9120492	92/08	729.21
23	949428	SUZUKI PICKUP	1991	027674		4,947.48

\* Missing Item

TOTAL

\$54,977.38

61

TRANSFERRED FROM CCSC/ACLU TO MTP TO ESSP

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949429	HINO TRUCK	1988	10523		0.00
2	949430	HINO TRUCK	1988	10480		0.00

LIST OF FIVE STOLEN COMPUTERS FROM MTP-P

No	PROP#	ASSET DESCRIPTION	MODEL	SERIAL NUMBER	YR/PD	COST US\$
1	949188	ZENITH LAPTOP PC	286	934DC044828	90/05	3,002.75
2	949192	ZENITH LAPTOP PC	286	930DC040128	90/05	3,002.75
3	949193	ZENITH LAPTOP PC	286	930DC040125	90/05	3,002.75
4	949194	ZENITH LAPTOP PC	286	930DC040118	90/05	3,002.75
5	949195	ZENITH LAPTOP PC	286	930DC040830	90/05	3,002.75

TOTAL

\$15,013.75

I attest that the accountability records maintained for Government Property in our possession are in agreement with the physical inventories and the total of the detailed accountability records maintained agrees with the property values shown.

Signature: Ramona Klaasmeyer

Name: Ramona Klaasmeyer

Title: Finance Officer

Date: 18 Apr 93

**APPENDIX G**

**SPECIAL CONTRIBUTORS**



## SPECIAL CONTRIBUTORS

### Team Members (Part-time)

G. R. Boardman, Chief of Party	1989 - 1992
A. Moqim Rahmanzai, Deputy	1989 - 1991
A. S. Azimi, Curriculum Specialist,	1989 - 1991
and Deputy	1991 - 1992
Ramona Klaasmeyer, Finance/Admin. Officer	1989 - 1992

### TDY Personnel

John Weber, Needs Assessment, Metropolitan Community College, Omaha  
Milan Dady, Office/Bus. Skills, Metropolitan Comm. College, Omaha  
Roger Miller, Trade Skills, Metropolitan Community College, Omaha

### UNO Home Office Staff

Thomas Gouttierre, Dean, International Studies and Programs  
and Director, Center for Afghanistan Affairs

A. Rahim Yasir, Coordinator  
Ismael Burhan, Asst. Coordinator  
Paula Small, Clerical  
Susan Schmidt, Clerical

### Other Contributors

Julie Totten, Finance	UNO/Omaha
Jon Paap, Grants Accounting	UNO/Omaha
Gilliland, President	MCC/Omaha
, Grants Accounting	MCC/Omaha
Nasir, Coordinator	IMDC/Peshawar
Fran Qurashi, Office Mgt.	UNO/Peshawar
Weiler, Inventory	UNO/Peshawar
Naseer, Textbook Editor	UNO/Peshawar

### Educational Center for Afghanistan (ECA) Directors

Abdul Shukoor	Mohammad Aqa Mujadedi
Abdul Gheyas	Mohd Omar
Mohammad Naser	Noor Gul Khan
Mirwais	

O/AID/Rep/Afghanistan

Bob Bakley, Director  
Dimetria Arvanitis, Assistant Project Officer  
H. B. Cushing, RAO  
John May, Contracting Officer  
John Tucker, HRDO  
Jonathan Sperling, Deputy Director  
Larry Crandall, Director  
Ray De Bruce, Controller  
Thomas Eighmy, Project Officer

MTP Administrative Staff (Founders)

Mohammad Sardar Roshan, Director, 1989 - 1991  
Rahim Ghaznawi, Director, 1991 - 1992  
Mohammad Ayub Assil, Director, 1992  
Eng. Karyar, Coordinator, Hayatabad/Quetta  
Eng. Qaseem, Coordinator, Trade Skills/Peshawar  
Eng. Akram, Coordinator, Quetta/Maruf/Ghazni  
Mohammad Younus, Coordinator, Admin./Management/Peshawar  
Nabiyar, Coordinator, Admin./Management/Peshawar  
Mohammad Kohsar, Sr. Translator/Peshawar